

## **MINUTES OF THE BEAVERTON SISTER CITIES ADVISORY BOARD**

**November 28, 2011**

**PRESENT:** Board members: Jason Dempsey, Kellie Stellingwerf, Linda Wilson, Rahmiel Mitchell, Sheldon Lee, Stan Tellin, Brian Bost, Giselle Bawnik, Jeffery Ressler, BSC Program Coordinator: Theresa Baird, and Community Guest observing.

**ABSENT:** Bradley Heine, Megan Kirkpatrick, Gayle Shula, Ted Chung

**MEETING CALLED TO ORDER:** 5:30pm

**MINUTES:** minutes of the October meeting were approved with no changes with a unanimous vote after a motion by Linda and a second by Stan

**MEMBER UPDATE:** Three members will be finishing up their 3 year term at the end of 2011 – Giselle, Sheldon and Gayle. Bradley has also decided not to continue for 2012. There is currently a pool of 7 applicants to choose from to fill the vacant positions for the next year. The minimum number of advisory board members is 9. Update on new members expected at December meeting.

**UPDATE FROM CITY COUNCIL MEETING:** November 29. City council plans to recognize the businesses that participated and contributed to the ISL project. Over 20 companies have agreed to attend meeting. Stan Tellin received recognition on behalf of Micro Power. Linda recommended having a better debrief process to update companies who contribute to future projects.

**BEAVERTON HOLIDAY OPEN HOUSE:** December 2, 2011. Organized by Rahmiel. The board discussed final preparations for the open house table. Linda and Kellie committed to set up and take down all supplies and will count on previous volunteers of Gayle, Ted and Meghan for additional assistance. Any additional preparation communication will take place via email.

**Q&A PREPARATION:** Theresa had asked each member to prepare a potential question and answer that might come up from the community at the open house. The group discussed the potential questions and came up with answers.

**INTERNATIONAL CELEBRATION UPDATE:** Kellie updated the group on the International celebration scheduled for July 28, 2012. The sister cities board has committed to participating. The International Celebration planning committee is currently recruiting for performing groups, cultural groups and international food vendors. Cultural groups should contact Theresa for more information. Food vendors should contact THPRD.

**FOUNDATION TASK FORCE UPDATE:** Theresa and Brian gave an update on the nonprofit steering committee. A group has been established to lead the process of creating a nonprofit foundation to support the goals of the BSC group. This group will be made up of community members as well as BSC Advisory board members. Jason Dempsey and Jeffrey Ressler will represent the BSC Advisory board. An introductory meeting is scheduled for December 6, 2011. In January the group will go through a

facilitated process to set the scope of the process and then continue working to establish the nonprofit foundation. In April 2012, the task force will make recommendations to the city council based on information gathered to that point.

**EXECUTIVE COMMITTEE ELECTIONS:** Per the bylaws of the BSC Advisory Board, elections should take place during November meeting. Jason made the motion to postpone voting until the December meeting or via email during December. Stan seconded the motion. It was decided that elections for the BSC executive team would take place during December with nominations via email and voting at the December meeting.

**DECEMBER MEETING:** It was discussed to have the December meeting at a restaurant or someone's house as an end of the year celebration and to recognize those leaving the board. Brian and Theresa will coordinate the meeting details and send out via email. Meeting will be held on December 12, 2011.

**CELEBRATION OF JAPAN:** An invitation was made to advisory board members to attend the Celebration of Japan on December 1, 2011. Rahmiel volunteered to attend on behalf of the board.

**ANNOUNCEMENTS:** Theresa mentioned city donation / volunteer efforts underway to support Beaverton Community Action and Beaverton Cares. Deadline to donate is Dec. 9.

Theresa offered tax receipts to anyone who needed them.

**ADJOURNMENT:** Rahmiel motioned to adjourn the meeting. Linda seconded. The meeting was adjourned at 7:25pm

**MINUTES TAKEN BY:** Jason Dempsey, in for Megan Kirkpatrick, Secretary.